

KENTUCKY BOARD OF LICENSED DIABETES EDUCATORS (KBLDE)

A regular meeting of the Kentucky Board Licensed Diabetes Educators was held at the Office of Occupations and Professions on May 30, 2012.

MEMBERS PRESENT

Kim Coy DeCoste, Board Chair
Larry Smith
Dr. Mehdi Poorkay
Carrie L. Isaacs, Secretary
Carolyn L. Dennis

Occupations and Professions Staff

Courtney Bourne, Executive Director
Susan Ellis, Operations Section Supervisor
Marcia Egbert, Board Administrator

Others

Angela Evans – Office of The Attorney
General

CALL TO ORDER

A meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Board Chair Kim Coy DeCoste at 10:00 a.m. on Wednesday, May 30, 2012 at The Office of Occupations and Professions. A quorum was present.

APPROVAL OF THE MINUTES

Larry Smith made a motion to accept the minutes dated April 25, 2012 with corrections. The motion was seconded by Carolyn Dennis. Motion carried unanimously.

MONTHLY FINANCIAL REPORT AND OCCUPATIONS AND PROFESSIONS REPORT

Executive Director Courtney Bourne attended the meeting to memorialize the FY 2013-14 Memorandum of Agreement (MOA) between the Board of Licensed Diabetes Educators and the Office of Occupations and Professions. Ms. Bourne explained that as a result of the audit, an MOA must be in place. A new formula based on the Office of Occupations and Professions operating budget, the Boards annual receipts, administrative time of the Board Administrator and number of licensees has been created to establish the fees for all Boards. She explained that because the Board has no funds, the amount of \$1,000 on the Diabetes Educators MOA is the standard amount used for new Boards and is non-negotiable. Kim Coy DeCoste questioned why an amount needed to be reflected in the MOA when no fees have been collected. Ms. Susan Ellis stated that the budget was submitted earlier in the year and has been approved and the \$1,000 would need to remain in the MOA. Ms. Bourne stated that when the Board begins collecting fees, the Board would be required to pay back these fees. Ms. DeCoste asked if this verbiage could be included in the MOA. It was explained to the Board that no administrative fees would be paid until the Board begins collecting fees. Executive Director Bourne and Ms. Ellis described how most new Board's handle disbursement payments when fees begin to come in.

They stated that some Boards divide up the incoming fees between the three areas that payment is required. The Board will not be expected to pay any fees until revenue is collected. When revenue is collected the Board will decide how reimbursements will be made to; Occupations and Professions for administrative costs, to the Attorney General's Office for attorney fees and to the Board Members for actual expenses. Occupations and Professions fiscal section will be notified of the Boards decision on disbursements. Larry Smith made a motion to accept the MOA contract with Occupations and Professions. Dr. Mehdi Poorkey seconded the motion. The motion carried unanimously. Chair Kim Coy DeCoste and Attorney Angela Evans signed the MOA. Mr. Smith also made a motion that a budget report be provided to the Board on a quarterly basis beginning on June 19, 2012. Carrie Isaacs seconded the motion. The motion carried unanimously.

BOARD CHAIRMAN'S REPORT

Chair DeCoste said she had no official report but handed out comments from the Survey Results for review. She asked that the Board members take them home and review them more closely to see if there any areas we need to target for our FAQ. If so, please forward those questions to Kim DeCoste or Carolyn Dennis as they will be creating the FAQ section for the website.

The fee for licensure was discussed again to be sure the Board was on the same page. The fee will be \$50.

The Board wanted to reflect in the minutes that the Board does not see where it will have an additional exam as a requirement for licensure at this time due to financial reasons.

Attorney Angela Evans informed the Board that they need to be licensing individuals by September, 2012 in order to have renewals in October/November of 2013.

BOARD COUNSEL REPORT

Angela Evans had questions for the Board in regard to Supervision. Further discussion was held on Supervision. Ms. Evans will work on the Supervision regulations, acceptable and unacceptable qualifications for supervision, and have a draft ready for the Board to review at the next Board Meeting.

OLD BUSINESS

Sample Applications: The Board reviewed sample applications from Occupations and Professions and one from NCBDE. The Board does not want to use Social Security numbers on the application. Decision on application tabled until the next meeting.

TRAVEL AND PER DIEM

Larry Smith made a motion to approve travel and per diem for the meeting dated May 30, 2012. The motion was seconded by Carrie Isaacs. The motion carried unanimously.

FUTURE MEETINGS

The next Board Meeting will be held June 19, 2012 from 10:00 a.m. until 3:00 p.m. at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY.

ADJOURNMENT

Larry Smith made a motion to adjourn the meeting.

The meeting was adjourned by Chair Kim Coy DeCoste at 12:30 p.m.

Respectfully Submitted:

Marcia Egbert, Board Administrator